

Memorandum

Date: _____
To: Dori McCracken, Undergraduate Registrar's Office, 213 Whitmore
From: _____ (Faculty Advisor's Signature)
Subject: Student Exception

Please process exception(s) for the following student:

Student Name _____ SpireID _____

Plan: THEATER Subplan: Not Applicable

Action ¹	Course (dept/number) ²	Transfer/UMass ³	RG	R	LN
<i>/SAMPLE ONLY:</i>					
<i>Direct or</i>	<i>Course Dept. & Catalog #</i>	<i>UMASS or</i>	<i>138</i>	<i>219</i>	<i>20*</i>
<i>Substitute</i>	<i>of accepted course</i>	<i>TRANSFER</i>	<i>*see key for variable codes/</i>		

Notes:

Requestor's phone number _____ Requestor's e-mail _____

- Action types:** **Direct** a course, **Exclude** a course, **Waive** (indicate whether waiving a line or an entire requirement), **Substitute** one course for another (only possible for courses within your department), **Change** (indicate how you want the line or requirement changed, e.g., require 11 units rather than 12)
- For a transfer course, please enter the department and course number from the UMass transcript (Sociol 1TRA) not the original transcript (SocSci 3125).
- Indicate whether the course was taken at UMass or on transfer/exchange. [Note: Write "UMass" for ANY class within the Five College system: Amherst, Smith, Hampshire, Mt. Holyoke or UMass.]

PROCESSING INSTRUCTIONS:
PHOTOCOPY: DENISE WAGNER, THEATER DEPARTMENT MAIN OFFICE, 112 FAC, (FOR DEPARTMENTAL STUDENT ACADEMIC FILE).
ORIGINAL: DELIVER TO THE REGISTRAR'S OFFICE, 213 WHITMORE BY THE STUDENT REQUESTING THE EXCEPTION.

STUDENT EXCEPTION FORM – CODE NUMBERS

RG#: 138* (Dept. of Theater) *for secondary majors this is RG#1976

R#: 219 (Required Course)

Variable

- LN#'s:**
- 10 (Theater 120)
 - 20 (Dramaturgy Area except for 120)
 - 30 (Junior Year Writing Requirement)
 - 40 (Design Areas)
 - 50 (Theater 140)
 - 60 (Performance Area except for 140)
 - 70 (Theater 110/Performance Management)
 - 80 (Additional Electives)
 - 90 (Minimum of 42 credits of Theater)